

TAX MAP INKER

DISTINGUISHING FEATURES OF THE CLASS:

This position is responsible for updating and completing original tax maps by inking in changes as prepared by the Tax Map Technicians. Work is received in rough draft from the Tax Map Technicians and it is the responsibility of the incumbent in this position to accurately plot these changes. Work is performed under the direction of the Tax Map Supervisor. Work is tedious and very repetitive.

TYPICAL WORK ACTIVITIES:

1. Plots all changes in ink on existing mylar tax maps;
2. Uses technical drafting pens, templates and various drafting tools to trace revisions in lines, roads, grid numbers, lettering, district lines, etc.;
3. Ensures all plotting work complies with state standards, is neat and of uniform line weight;
4. Keeps list of each change made on every tax map;
5. Consults with Tax Map Technicians when problems arise concerning complicated changes and subdivisions;
6. Reduces filed subdivision maps to the appropriate scale with processor camera and printer;
7. May assign grid numbers, acreages and dimensions;
8. Assists Tax Map Reproduction Technicians in the darkroom by operating enlargers, printers and processors;
9. May take photo and map orders from the public;
10. Matches adjoining tax maps to ensure that parcel and road lines extend properly and do not overlap;
11. May file and index a variety of maps;
12. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Good knowledge of the practices, techniques and tools used in inking original drawings; drafting skill; ability to understand and interpret oral and written information; ability to operate a variety of office and darkroom equipment such as enlargers, processors and printers; ability to perform tedious and repetitive tasks; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Six months of inking experience in original drawings or changes to original drawings.

RP0304

REVISED: 10/05/77
05/03/79
07/01/91